

Example of Retention Agreement Letter

Retention Agreement

As an employee of Perth & Kinross Council, I (name), (Job title, Service) have agreed to accept the offer made by the Council of accelerated incremental advancement of..... /one-off payment of.....* in order to retain my skills, competencies and expertise. I understand that this payment is subject to deductions for Tax and National Insurance Contributions.

In doing so I shall remain in the Council's employment for a period of six-months/one year.*

If I leave the Council's employment before completion of this period, I accept that the Council, dependent upon the length of completed period of service and my reason for leaving, will determine the level of repayment I will incur.

I authorise the Council to deduct all such costs from any sum of salary, allowance or any other sums payable to me by the Council.

Employee'sDate.....

Signature

* Delete as appropriate